



Program Overview:

The Competitive Bidder's Prep Accelerator is a three-month long course designed to identify and groom potential "willing, ready, and able" suppliers for the City of Memphis. Through this program, the City of Memphis is seeking to proactively invest in the community by offering solution to long-standing barriers that exist for small business. This procurement accelerator will begin with covering the basics of procurement and carry on to how to be invited back to the job; share with vendors how they can leverage the City's diversity programs; build relationships with purchasing representatives; participate in the City's Bond program and more. In only three months, this accelerator will package a wealth of resources, opportunities and exposure to help grow the pool of small, minority and women-owned businesses that will be able to compete as the ideal vendor for the City of Memphis.

In creating the concept of this accelerator, the Office of Business Diversity and Compliance took a moment to review the 2010 Disparity Study performed by Griffin & Strong to identify barriers small businesses faced when doing business with the City. Access to capital, obtaining bonds, bid preparation and procurement knowledge were just a few barriers mentioned in the study. The accelerator was created to package possible solutions through offering incentives and incorporating capacity-building components. Below are some built-in incentives through:

- Qualify for the City of Memphis Lending and Bonding Assistance Program
- Gain access to the resources offered by the Business Development Center
- Navigation Training- City of Memphis Supplier System
- Business Counseling, Mentorship Opportunities, and more

Graduates of the accelerator will be encouraged to enlist in the Greater Memphis Chamber's Mentor-Protégé Program in which vendors will have the opportunity to joint venture on projects with major companies. We will also encourage the participating classes to give back by mentoring incoming classes. In most cases when vendors alone are not able to handle large projects, joint venturing can become a viable option for vendors to explore. Through encouraging mentorship and collaboration, we expect to see an increase of spend from the new relationships that could potentially blossom from this accelerator.

Spacing will be limited; therefore, the participant must first qualify to participate:

- Must have been in business for longer than 2 years
- Commit to nine classes between the hours of 9:00 AM-12:00 PM for three months
- Must have a business plan, profile and business cards
- Engage and participate in each class



COMPETITIVE BIDDER'S PREP ACCELERATOR

City of Memphis Certification and Bid Development Program
- B U S I N E S S S E R V I C E S -

APPLICATION AND PARTICIPATION AGREEMENT

Business Owner Name: _____

Personal address: _____ City: _____ State: _____ Zip: _____

Contact phone: _____ Contact email: _____

Company name: _____ Company website: _____

Company address: _____ City: _____ State: _____ Zip: _____

Company contact participating in this program if not business owner: _____

Which county does the owner of the firm reside in?

Shelby Desoto Marshall Tate Crittenden Fayette Tipton

Are your property taxes current? Yes No

How many years has your business in operation? ____ Years NAICS Code(s): _____

What is your business size? ☐ Less than \$100,000 ☐ \$100,001 - \$250,000
 ☐ \$250,001 - 500,000 ☐ 500,001 - 1,000,000 ☐ \$1,000,001+

What is your bonding capacity range? ☐ Less than \$100,000 ☐ \$100,001 - \$250,000
 ☐ \$250,001 - 500,000 ☐ 500,001 - 1,000,000 ☐ \$1,000,001+

State why you want to participate in the Competitive Bidder's Prep Accelerator:

(Attach additional sheets if necessary)



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B U S I N E S S S E R V I C E S

BUSINESS INFORMATION

Gender: Male ☐ Female ☐ Is your principal office located in Memphis? Yes ☐ No ☐
 Ethnicity: Caucasian ☐ African American ☐ Hispanic ☐ Native American ☐ Asian Pacific ☐
 Legal Structure of Business: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship
 Other (please specify): _____

Total number of employees: total full-time employees total part-time employees
 Do you presently have a basic business plan? Yes ☐ No ☐ [if yes, please attach] _____
 Is your business currently registered through the City's E-Procurement System? Yes ☐ No ☐
 Are you interested in obtaining any certifications to participate in the City's Diversity Programs?
 Yes ☐ No ☐
 Certification(s) your business currently possesses: MBE ☐ WBE ☐ SBE ☐ None ☐
 Are any of your certifications registered with the City of Memphis? Yes ☐ No ☐

Please mark with an "X" the type of service(s) that your business provides:	
Construction	Lawn Services
Manufacturing	Goods and Supplies
Distributorship	Consulting
Professional Services	
Other (please specify)	

Please mark with an "X" the type of service(s) that your business needs:	
Employee Selection / obtaining subcontractors	Records and Contract Management
Accounting Records Preparation & Maintenance	Access to Capital
<input type="checkbox"/> Blueprint Reading	Bonding and Insurance
<input type="checkbox"/> Construction Equipment and Materials	Competitive Marketplace Overhead
Implementation and Action Plans	Cost Accounting



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- B U S I N E S S S E R V I C E S

Please mark with an "X" the type of service(s) that your business needs (continued):	
Marketing / Business Development / Structure	Estimating, Job Cost and Work in Progress
Payrolls (Federal / State Fringe Benefits)	Obtaining Permits and Subcontracts
Post Award Bid Assessment of Un/Successful Bid	Presentation Skills
Project Planning and Scheduling	Preparing and Negotiating Change Orders
Reading and Interpreting Plans & Specifications	Prompt Payment Procedures
Troubleshooting & Avoidance Delay	

Are you interested in becoming a mentor for incoming classes? Yes ☐ No ☐

Are you interested in being mentored through the Greater Memphis Chamber's Mentor Protégé program? Yes ☐ No ☐



COMPETITIVE BIDDER’S PREP ACCELERATOR

City of Memphis Certification and Bid Development Program
BUSINESS SERVICES

Disclaimer and Waiver of Liability:

I understand and agree that participation in the City of Memphis Competitive Bidder’s Prep Accelerator program is voluntary and in order to receive all program incentives, I must successfully complete all conditions specified in the Agreement and Understanding of Conditions of Program [see page 6]. I understand that the The Office of Business Diversity and Compliance has the sole discretion to determine whether I have met the conditions of the program.

I understand and agree that parties, including the City of Memphis, its employees and agents, Vendors, and Instructors, associated with this effort shall not be held liable by me or my agents when acting within the capacity and guidelines established by the Competitive Bidder’s Prep Accelerator Program. I understand that program is for informational purposes only, and is not intended as business advice or as an offer of solicitation or a guarantee.

Confidentiality Statement:

The Office of Business Diversity and Compliance or the program Instructors shall not disclose or use any information obtained during the Competitive Bidder’s Prep Accelerator program for any purpose other than in the performance of its responsibilities, or as may be required by Tennessee law, including the Tennessee Public Records Act T.C.A. § 10-7-501, et. seq.

Signature of Participant Applicant

Date

Title

Company

Last updated September 6, 2016



COMPETITIVE BIDDER'S PREP ACCELERATOR

City of Memphis Certification and Bid Development Program

B U S I N E S S S E R V I C E S

Agreement and Understanding of Conditions of Program

The objectives for this program are to groom and identify potential “willing, ready and able” suppliers for the City of Memphis. The process is a three (3) month long program with a total of nine (9) classes and graduation and will require full dedication and participation from each participant. Classes and opportunities are designed to help advance your current position through providing resources, networking sessions, participation in bonding programs, and capacity-building classes.

Key conditions of the program:

- You MUST participate and attend every class; unless otherwise stated.
- Classes will be every Tuesday during the time frame identified for the class.
- You should expect to have homework (i.e. preparing documents, reading over plans).
- You must timely complete all homework assignments.
- If you are unable to make a class meeting then you are expected to send pre-approved representative on your behalf.

I understand all of the information stated above and agree to abide by the conditions of the program. I cannot opt out of any segment of this program. I understand and agree that if I refuse to comply with these conditions, I can be removed from the program. I understand that some program incentives may be contingent upon completing the program.

I understand that my personal information and business information will be reviewed by the Instructors of this program. I understand that completing this program does not guarantee the future success of my business or that I will do business with the City or its vendors. I am still responsible for my company. By signing this form I agree to the above information and state I will be honest and truthful about my company's business.

 

Participant Signature

Date